

MONTANA FISH, WILDLIFE & PARKS
INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Ryan Sokoloski, Manager, Makoshika State Park

ADDRESS: 1301 Snyder Ave. P.O. Box 1242

CITY: Glendive

STATE: MT.

ZIP: 59330

PHONE: (406) 377-6256

EMAIL ADDRESS: rsokoloski@mt.gov

DATE OF ANNOUNCEMENT: Friday, January 13, 2012

APPLICATION DEADLINE: Monday, March 19, 2012 at 5:00 PM (postmarked)

****STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE****

POSITION TITLE: Park Collections Coordinator **# OF POSITIONS:** 1

LOCATION(S): Makoshika State Park Visitor Center

WORK START/END DATES: May 7 – August 24 (start and end date is flexible to meet student needs)

HOURS/WEEK: 40

TRAINING/ORIENTATION DATES: (Tentatively) May 31 June1, 2012

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC): \$9.00 per hour. housing may be provided , if needed.

POSITION DESCRIPTION:

Collect field data and accession into park cataloging system and repository. Information needing collection is a wide variety of artifacts including archeological, paleontological, and modern cultural resources. There is also a strong need to collect essential information on this parks biologic diversity and geologic formations. The exact area that will be concentrated upon will be determined by the successful candidate's greatest strengths.

When field work is not permissible, due to weather conditions, there is plenty of in-house work to be done including cataloging photographs, repairing repository information, reposition of new items into the museum curation system, maintenance of museum interpretive displays, etc. All work will be done under the supervision of park administration.

Note – If potential applicants have specific questions, please contact park by phone or e-mail during normal business hours.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):

The park will consider all applicants with relevant coursework or degree major. Preferred applicants would possess solid coursework in one of the fields pertaining to Parks and Recreation, Archeology, Paleontology, Biology, Geology or museum curation. Knowledge of office copying equipment and filing systems is helpful. Ability to interpret topographic maps and plot site location information and survey data on these maps is required. GIS skills are beneficial. Most skills and abilities needed for this position can be learned

“in-house” as employer will provide training.

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):

Please send cover letter, transcript and two references to contact person listed above.

ADDITIONAL INFORMATION: (;HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)

1. Successful Intern will have the opportunity for free fully furnished housing within walking distance of the park. This opportunity is on a case-by-case and year-to-year basis.
2. Park management is flexible in accommodating various needs and requirements within the spectrum of the position.